EDITED TASK LISTING

CLASS: SENIOR ACCOUNTING OFFICER (SPECIALIST)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Analyze proposals to make recommendations to change accounting procedures, using established resources (i.e., State Administrative Manual (SAM), California State Accounting and Reporting System (CALSTARS), Financial Information Memos (FIM's), Memorandum of Understanding (MOU), Uniform Codes Manual (UCM), Generally Accepted Accounting Principals (GAAP), Government Accounting Standard (GAS), Departmental Operations Manual (DOM), Government Code (GC), Penal Code (PC), Internal Revenue Service Code (IRS), desk procedures, California Department of Corrections (CDC) Travel Guide) as requested by management with minimal supervision.
2.	Develop a plan to coordinate implementation of new accounting programs/functions for management and staff pursuant to state accounting policies and procedures using established resources (i.e. SAM, CALSTARS, FIM's, etc.) with minimal direction from accounting management.
3.	Coordinate implementation of new accounting programs/functions for management and staff pursuant to state accounting policies and procedures using established resources (i.e. SAM, CALSTARS, FIM's, etc.) with minimal direction from accounting management.
4.	Prepare Cash Analysis and Cash Reconciliation reports to evaluate and monitor cash flows for submission to management utilizing CALSTARS reports, State Controllers Office (SCO) records, spreadsheets, ten-key calculator, etc. in accordance with SAM and CALSTARS manual with minimal direction from supervisors and managers.
5.	Establish year-end task list, utilizing CALSTARS Vol. 7 and Management Memos, for use by institution, accounting and division staff, to facilitate timely submission of accurate year-end information to develop year-end reports with minimal direction from supervisors and managers.
6.	Coordinate year-end task list, utilizing CALSTARS Vol. 7 and Management Memos, for use by institution, accounting and division staff, to facilitate timely submission of accurate year-end information with minimal direction from supervisors and managers.
7.	Prepare year-end financial statements for various funds to meet mandated reporting requirements set by SAM and Department of Finance (DOF) utilizing CALSTARS reports and SCO Agency Reconciliation Reports for timely submission to SCO and management with minimal direction.
8.	Perform monthly bank reconciliation (i.e., compare entries and account balances, identify and coordinate corrections of reconciling items in a timely manner) to ensure the account records are in agreement with the State Treasurer's Office (STO) utilizing bank statements, cancelled checks, deposits, journal entries, ten-key calculator, CALSTARS reports, spreadsheets, etc. in accordance with SAM, with minimal supervision.
9.	Perform monthly SCO reconciliation (i.e., compare entries and account balances, identify and coordinate corrections of reconciling items in a timely manner) to ensure the account records are in agreement with SCO, utilizing SCO Agency Reconciliation Report, ten-key calculator, CALSTARS reports, spreadsheets, etc. in accordance with SAM, with minimal supervision.

EDITED TASK LISTING

CLASS: SENIOR ACCOUNTING OFFICER (SPECIALIST)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
10.	Perform monthly Fixed Assets reconciliation (e.g., land, buildings, major equipment, etc.) for institutions and divisions to ensure the account records are in agreement with general ledger balances, property control system listings, Department of General Services (DGS) Real Property balances, utilizing CALSTARS reports, spreadsheets, ten-key calculator, etc. in accordance with GAAP, FIM's and SAM with minimal supervision.
11.	Perform monthly Revolving Fund reconciliation to monitor balance maintained at SCO utilizing CALSTARS reports, SCO records, spreadsheets, source documents, ten-key calculator, etc. in accordance with SAM and CALSTARS manual with minimal supervision.
12.	Develop materials/tools to train individuals/groups in the appropriate interpretation and application of policies, procedures, guidelines, laws and rules, regulations, etc. relating to various accounting functions and reports as needed and/or requested by management with minimal supervision.
13.	Analyze SCO journal entries to determine appropriate coding for CALSTARS input utilizing UCM, SCO Agency Reconciliation Report, SAM, FIM's, CALSTARS with minimal supervision.
14.	Post SCO journal entries into CALSTARS to accurately record transactions reflected on the SCO records utilizing UCM, SCO Agency Reconciliation Report, SAM, FIM's, CALSTARS with minimal supervision.
15.	Record the annual allotment and budget plan for expenditures/reimbursable expenditures in CALSTARS to reflect the budget authority by program and agency object level to be used as a monitoring tool for the fiscal year utilizing various resources (e.g., source documents, budget plan, spreadsheets) in accordance with SAM and the department's Budget Management Branch (BMB) with minimal supervision.
16.	Record the allocation received by the operating organization (headquarters' accounting) by appropriation symbol, fund and budgetary sequence to tie the allotment budget plan to the allocation order utilizing various resources (e.g., CALSTARS, source documents, etc.) with minimal supervision.
17.	Perform CALSTARS table maintenance to establish, record and maintain data at specified reporting levels and provide a system of edits and checks on transactions posted utilizing various resources (e.g., (UCM) and CALSTARS, budget plan, FIM's) in accordance with DOF and the BMB with minimal supervision.
18.	Review the CALSTARS reports (e.g., history, document, budget allotment and error reports) to ensure accuracy and appropriateness of expenditures (e.g., index, object, and Program Cost Account (PCA) codes) utilizing source documents, CALSTARS reports, and FIM's in accordance with CALSTARS, UCM, and SAM with minimal supervision.
19.	Prepare memos for management's signature to provide information on various accounting issues utilizing various resources, tools, etc. as needed and/or upon request with minimal supervision.

EDITED TASK LISTING

CLASS: SENIOR ACCOUNTING OFFICER (SPECIALIST)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
20.	Prepare policies and procedures to provide directions on various accounting processes for the department utilizing various resources (e.g., SAM, DOM, Government Codes (GC), Penal Code (PC), CALSTARS, FIM's, etc.) as needed and/or upon request with minimal supervision.
21.	Present policies and procedures to support staff addressing various accounting processes for the department utilizing various resources, tools, etc. as needed and/or upon request with minimal supervision.
22.	Assist staff in researching/resolving the more difficult accounting problems by providing direction/resources or clarification of policies and procedures, utilizing various tools, aids, equipment, and/or processes as needed with minimal supervision.
23.	Perform spot cash audits to ensure compliance and accountability with SAM, etc. utilizing audit checklist, rules and regulations, desk procedures, etc. as scheduled with minimal supervision.
24.	Prepare cash remittance(s) to STO in a timely manner to accurately report cash receipts by type, fiscal period and appropriation utilizing various resources (e.g., CALSTARS reports, ten-key calculator, remittance advice transmittal form) in accordance with SAM with minimal supervision.
25.	Prepare invoices to bill for services provided to governmental agencies, private vendors, inmates, etc.utilizing various resources (e.g., contracts, CALSTARS, policies and procedures, ten-key calculator, source documents) in accordance with SAM with minimal supervision.
26.	Review Accounts Receivable Aging report of outstanding invoices to determine method of collection or discharge of accountability for approval by management utilizing CALSTARS reports and original source documents in accordance with SAM, DPA, MOU's, and CALSTARS with minimal supervision.
27.	Prepare returns for sales/use/fuel taxes to report information to the Board of Equalization (BOE) utilizing various resources (e.g., source documents, tax returns, CALSTARS reports, spreadsheets) in accordance with SAM and BOE guidelines with minimal supervision.
28.	Review Office Revolving Fund Aging report (i.e., travel, salary, and expense advances) to determine method of collection or discharge of accountability for approval by management utilizing CALSTARS reports and original source documents in accordance with SAM, DPA, MOU's, FIM and CALSTARS with minimal supervision.
29.	Review Claims for Reimbursement for submission to the SCO to replenish the shortage in the Revolving fund utilizing source documents in accordance with SAM and DOF guidelines with minimal supervision.
30.	Review purchase documents for appropriateness and validity of item, proper coding, appropriate signatures in accordance with established procurement procedures, SAM, and FIM's with minimal supervision.

EDITED TASK LISTING

CLASS: SENIOR ACCOUNTING OFFICER (SPECIALIST)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
31.	Certify availability of funds to approve purchases utilizing purchase document/contracts, UCM, CALSTARS reports, and FIM's in accordance with DGS guidelines and SAM with minimal supervision.
32.	Communicate orally and/or in writing in a professional and effective manner with support staff, management, vendors, control agencies, institution/program staff, field units, budget analysts, auditors, program managers, clients of specialized programs, local and federal governments, etc. utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations with minimal supervision.
33.	Establish desk procedures to provide information and direction to staff to ensure standardization, compliance, accuracy, and efficiency utilizing various resources (e.g., departmental directives, laws, rules, regulations, legislation, technology, knowledge, examples of work documents, etc.) as needed with minimal supervision.
34.	Assist staff in correcting the error file (CALSTARS edit transactions) to appropriately and accurately post accounting transactions utilizing CALSTARS, original source documents, etc. in accordance with UCM and CALSTARS with minimal supervision.